

JAILER II

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible positions in the police department, the primary duties of which include the care and supervision of inmates, maintaining safety and security within the jail facility, and the general supervision of lower ranking jail personnel on specific shifts. Jailers II supervise the booking and processing of arrested persons, complete records and reports necessary to document jail activities, control the movement of inmates, and conduct searches of inmates and jail cells. Employees of this class perform routine tasks under the direct supervision of a Jailer III. This class ranks directly below that of Jailer III.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all of the duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Performs booking procedures for arrested persons brought to the jail, including searching inmates, reading inmate his/her rights under the law, photographing, fingerprinting and securing personal property, and completing necessary arrest records. Ensures that inmate is secured in a cell. Provides for inmate needs, including meals, clothing, and medical attention. Makes sure jail facility is clean.

Conducts routine and random searches of inmates and jail facilities to discover and seize contraband and to perform inmate counts. Monitors all packages and mail delivered to the jail facility to prevent smuggling of contraband. Screens visitors to jail according to established policy to prevent smuggling of contraband or any other prohibited activity. Operates security devices. Inspects and maintains emergency equipment.

Supervises inmates and trustees in any activities taking place outside cells, such as meals, recreational, or rehabilitation activities. Controls the movement of inmates within the jail facility and in transit to other locations, such as court or medical facilities. Uses weapons and restraining devices as may be required in order to maintain control and security. Hears

and counsels inmates with grievances. Prevents or controls disruptive behavior. Disciplines inmates for violations or infractions of rules according to departmental policies and procedures.

Supervises lower ranking jail personnel. Assigns duty areas or work schedules to subordinates, and approves leave. Reviews reports of subordinates. Evaluates work performance of subordinates and discusses work performance with ranking personnel. Maintains discipline among subordinate employees.

Assists in the preparation and maintenance of division records and reports, periodically inspecting record maintenance systems. Writes reports and completes records as required. Assists in keeping accounts showing money and assets of the jail. May participate in gathering information in preparation of an operating budget for the jail. Recommends the purchase of equipment and supplies.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and being a qualified elector of the State of Louisiana.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without reasonable accommodation.

Must be a regular and permanent employee in the class of Jailer I.

Must have obtained department approved Corrections Officer certification as provided by Police Officer Standards and Testing (P.O.S.T.).

Must have successfully completed EITHER of the following correspondence courses:

National Sheriff's Association Corrections Officer Course

OR

American Corrections Association Correction Officers Course

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Rev	01-05-95
	05-22-02